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MANAGEMENT STAFF

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- a. Management Staff chaired a DD/S DD/P committee to reduce the volume of Agency pouch material. Through control over the kinds and weights of material sent, volumes were reduced from July to August as follows: Secret, 13%; Confidential, 36%; forms, 12%. This has lowered costs and expedited delivery of pouches. Actual savings are expected to exceed \$30,000 a year.
- <u>b.</u> Since 1 April 1958, the Suggestion Awards Committee has adopted hi employee suggestions, granting awards totaling \$\frac{1}{2}\text{1},520\$, representing net first year tangible savings of \$19,203 plus intangible benefits, and has awarded 12 Letters of Appreciation for inclusion in the suggesters' Official Personnel Folders.
- c. Advancement in all aspects of the Agency's Records

 Management Program produce benefits valued at \$260,573, largely

 by reducing the number of safes required and through shelf filing

 and destruction of inactive records.